

Class Code 3002/Nonexempt
Position Title Administrative Assistant
Working Area Countywide
Effective Date October 1, 2002



JOB DESCRIPTION

Scope

Administrative and secretarial work in support of a high-level management official.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Prepare payroll and maintain leave records in compliance with the Fair Labor Standards Act. Prepare and submit paperwork for actions concerning personnel and risk management. Perform data entry; generate reports and forms. Answer phones and respond to inquiries. Sort and deliver mail. Compose, type, proof, mail and file correspondence. Order and stock office supplies. Schedule meetings; prepare and distribute materials; record and summarize minutes. Coordinate office communication. Prepare purchase orders; process invoices for payment; monitor budget expenditures; input annual budget. Conduct research for completion of special projects and work assignments.

Minimum Qualifications

Knowledge and Skills

Business English, spelling, punctuation, and arithmetic; modern office practices and procedures, including record keeping methods. Use of personal computers and software. Maintain confidential information. Compose effective and accurate correspondence. Assume responsibility and execute supervisor's instructions. Maintain office records and filing systems. Meet and deal effectively with internal and external customers. Communicate well orally and in writing. Use and care for office machines and equipment.

Education

High School Diploma or GED and three (3) year's progressively responsible high-level secretarial experience with extensive public contact and/or administrative responsibilities. Ability to type 35 correct words per minute. *A comparable amount of education, training, or experience may be substituted.*

Working Conditions

The work environment for this position is a general office setting. The incumbent performs most job duties sitting at a desk or table. An incumbent in this classification performs job tasks that require repetitive hand motion.